Approved For Release 2000/05/30 : CIA-RDP82-00803R000300090023-3

8 November 1949

EQUIPMENT, SPACE AND RECORDS

A. EQUIPMENT

Inventory of expendable and non-expendable property.	10-26-49
25X1A6a Inventory to for selection 25X1A6a Recommendations received from Disposition recommended to Washington Disposition instructions received from Wash. 25X1A6aBacking, Crating and Shipment to	10-27-49 11-8-49 11-9-49
2. Equipment now surplus to 3. Excess office supplies 4. Library material	1-1-50 Upon receipt of Washington authority. 1-15-50
25X1A6a Disposition of property not destined for 1. Survey of unserviceable property 2. Release of MR Property 3. Release of Building Property 4. Declaration to Surplus Agency 5. Transfer surplus expendables to QM, FEC Preparation of final property check for Property Control Section, Wash	Upon receipt of Wash. approval. 1-1-50 1-15-50 Upon receipt of Wash. Instruct. 1-15-50
B. SPACE	
Survey space requirements Release Surplus Space	1-1-50 1-15-50
C. RECORDS	
Destruction or transfer of records non-essential 25X1A6a to	1-29-50